



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL**  
**DIRECTORATE OF MEDICAL EVACUATION PROPONENCY**  
**FORT RUCKER, ALABAMA 36362-5378**

MCCS-FE

03 November 2003

MEMORANDUM FOR Conference Attendees

SUBJECT: 2004 Army Medical Evacuation Conference (AMEC)

1. The 2004 Army Medical Evacuation Conference (AMEC) will be held in San Antonio, Texas, 23 February through 27 February 2004. The theme for this year's conference is "Evacuation-Evolving for Today's Challenges". This will be a working conference to enhance the safety, standardization, training, and combat readiness of the medical evacuation system. It also provides an opportunity for the professional exchange of ideas and experiences between unit leaders and Army Medical Department planners, policy makers, trainers, and combat developers.
2. Transient billeting will not be available at Ft. Sam Houston, TX. Attendees should have their TDY orders indicate San Antonio, Texas, as the destination. Group non-availability number provided by Army Lodging is 204091. Billeting arrangements have been made with the Marriott, N.W., 3233 Northwest 410 Loop, San Antonio, Texas (from the airport, take Loop 410 West 4-1/2 miles to the Cherryridge exit). Telephone number for reservations is (210) 377-3900. The cost of rooms per night is \$89.00 (no tax if you bring a govt. tax exempt form). The Marriott, N.W. offers complimentary shuttle transportation to and from the San Antonio International Airport. There will be a non-refundable registration fee of \$25.00 payable upon check in. This office will not make room reservations. You must make your hotel reservations before 12 January 2004.
3. Central funding is limited. Applicants must be committed to locally funding their attendees if central funding is not available. Active component applications will be submitted on DA Form 3838 thru command channels to Director, MEDEVAC Proponency Directorate, ATTN: MCCS-FE, Bldg. 4506, Joker Street, Fort Rucker, AL 36362-5378. Request your command prioritize any multiple applications from your organization. They should annotate in Block 24, DA Form 3838, whether local funds are or are not available. You may also retrieve and submit your application form electronically. The MEDEVAC Proponency web site is now located on the USASAM web page, <http://usasam.amedd.army.mil>. Completed DA Form 3838 may also be faxed to DSN 558-1163. Those who are centrally funded will receive notification of their selection by letter NLT 21 January 2004. You will receive your fund cite by 2 February 2004. If you have questions, feel free to call this office for confirmation. Those centrally funded are reminded that fund cites are individual selections and are not interchangeable. Coordination with this office is mandatory.
4. Guest speakers and work group leaders must submit copies of their presentation (on disk) by 16 January 2004 to give our office sufficient time for reproduction and for distant learning purposes. Issues for possible discussion during the conference may be submitted through the Enterprise Consultancy website at [www.ec.amedd.army.mil](http://www.ec.amedd.army.mil).
5. Presentations will begin at 0800, 23 February 2004. We recommend that attendees arrive on 22 February 2004 for the informal icebreaker to be held from 1800-2000 in the hotel lounge. Please note that registration for the conference will be conducted at the Marriott, N.W. from 1300-1800, 22 February 2004 and late registration from 0630-0730, 23 February 2004. The conference is scheduled to end at 1130, 27 February 2004.

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6. Incoming/emergency messages may be received through the administrative center by calling (210) 377-3900.
8. Personnel assigned to Air and Ground Ambulance units are asked to fill out the "User Feedback" questionnaire located in the back of their respective MTP's and fax them to this office (x-1163) as soon as possible.
9. POC for this office, LTC Joy or MSG Vallejo, DSN 558-1170/1179, commercial (334) 255-1170/1179.

Encl  
Attendee Registration Form

// Original Signed//  
VAN A. JOY  
LTC, MS  
Deputy Director, MEDEVAC Proponency  
Directorate